



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

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### MEMORANDUM NO. 2010-012

**TO:** School District Superintendents  
School Principals

**FROM:** Shannon Cranmore  
Data Analyst/EDEN Coordinator  
Technology, Careers, and Data

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**DATE:** January 15, 2010

**SUBJECT:** Data Collection Forum

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### INFORMATION TO SHARE

The next Data Collection Forum Meeting is scheduled for **Tuesday, January 26, 2010, from 3:30-5:00 pm** via the WEN. The purpose of this meeting is to discuss the WDE601 – Annual District Report Collection, the District Profile Reports, and general information regarding the Spring 2010 data collections. Please ensure that all staff responsible for completing any of the forms listed in the following agenda attends this meeting. Feedback received from this meeting will be reviewed and discussed within the Wyoming Department of Education (WDE) to assist in making improvements to these collections. The agenda for this meeting is as follows:

#### Data Collection Forum Meeting Agenda for January 26, 2010, 3:30-5:00 pm

- 3:30-3:35 Welcome and Introductions
- 3:35-4:00 WDE601 – Annual District Report
- Migrating to the State Report Manager (SRM)
  - Timeline and roll-out plan
  - Changes
  - New fund codes for the 2009-10 reporting cycle
  - Questions
- 4:00-4:30 District Profile Report Overview
- Reports are available for each districts

- School reports are available for those schools that did not make AYP
- To request a copy to have available for the Data Collection Forum Meeting, please e-mail Shannon Cranmore at [scranm@educ.state.wy.us](mailto:scranm@educ.state.wy.us) no later than Friday, January 22, 2010 and you will received them Monday, January 25, 2010

4:30-4:55 Spring Collection Information

- General information in preparation for the Spring data collections

4:55-5:00 'Hot Topics'

- Hot Topics will be on the agenda for every Data Collection Forum Meeting. During this time districts will be given the opportunity to give input and ideas on specific data related items they would like the Data Collection Forum to address at future meetings. These items will not be discussed and questions will not be answered during this time frame.

This meeting is open to all district and school staff. Please encourage those that are responsible for collecting and reporting data to attend. The WDE recommends each district have at least one representative at this meeting.

For more information on the Data Collection Forum, please view Superintendent's [Memo # 2009-109](#) dated August 14, 2009.

If you are interested in joining this meeting, please contact your local WEN video scheduler to sign up your site.

If you have any questions about the Data Collection Forum or this meeting, please contact Shannon Cranmore at [scranm@educ.state.wy.us](mailto:scranm@educ.state.wy.us) or 307-777-6245.

SC:tw